

TITLE, SERIES, GRADE: Director, International Criminal Investigative Training Assistance Program (ICITAP), ES-340

PAY RANGE: \$111,676 to \$154,600*

*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission, contingent on Department pay-setting rules and agency certification.

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-SES-05

AREA OF CONSIDERATION: All Sources

OPENING DATE: July 2, 2007

CLOSING DATE: July 30, 2007

DUTY LOCATION: International Criminal Investigative Training Assistance Program (ICITAP), Criminal Division, Washington, D.C.

NUMBER OF VACANCIES: 1 Position

JOB SUMMARY:

The successful candidate will serve as the Director of the International Criminal Investigative Training Assistance Program (ICITAP), reporting under the general supervision of the Assistant Attorney General and direct supervision of a Deputy Assistant Attorney General. In conjunction with the Department of State, and the U.S. Agency for International Development (USAID), the incumbent provides direction for the design, development and implementation of foreign law enforcement institutional development, technical assistance and training programs for foreign law enforcement and criminal justice organizations.

MAJOR DUTIES:

The Director is responsible for a variety of functions that involve direction and oversight of the International Criminal Investigative Training Assistance Program. The incumbent

- Supervises the coordination of all aspects of institutional development, technical assistance and training courses, including the annual preparation of project implementation plans for each country where major institutional development programs are underway, ensuring curriculum development, instructor development and course delivery.
- Serves as liaison between the Criminal Division and the National Security Council, the Department of State, USAID and other interested agencies to insure that ICITAP policies and programs are in compliance with U.S. policies and priorities for international law enforcement development and training, and foreign policy objectives.
- Meets with senior officials of foreign governments and law enforcement agencies to conduct assessments of foreign law enforcement development requirements, outline potential ICITAP programs and promote cooperative efforts.
- Works with representatives of international organizations, in particular United Nations officials and representatives of the U.N. Civilian Police Unit, as well as senior officials of

the Western European Union and the Organization for Security and Cooperation in Europe to design and implement joint police development and training programs.

- Manages a broad range of personnel, financial, programmatic, and administrative functions that are critical to the planning, policy direction, operation and delivery of ICITAP programs and services.

MANDATORY QUALIFICATIONS:

To receive serious consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). The applicants also must demonstrate skill in handling multi-agency relationships and coordinating among entities that operate in multiple jurisdictions.

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications (ECQ's) as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements. The ECQ's are designed to assess executive experience and management potential, not technical expertise. OPM's Guide to Senior Executive Service Qualifications can assist you in writing an effective SES application. The Guide is available on OPM's Website at: <http://www.opm.gov/ses/handbook.html>

Professional/Technical Requirements:

- 1) Knowledge and experience in dealing with police organizations and how they interact with the criminal justice system;
- 2) Ability to represent the organization with both skill and tact in the Washington interagency process and in dealings with Congress, the United Nations and foreign governments, and law enforcement officials;
- 3) Experience in formulating and executing U.S. foreign policy, criminal justice policy and foreign assistance goals regarding law enforcement training initiatives and the establishment and structuring of indigenous police entities in emerging democracies and international peace operations;
- 4) Expert knowledge and professional experience in implementing the goals of the Department of Justice in the area of law enforcement development and training; and
- 5) Demonstrated ability to communicate effectively orally and in writing.

EVALUATION:

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all

technical requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

Executive/Managerial Requirements:

ECQ 1 - LEADING CHANGE. This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- Leadership Competencies: Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

ECQ 2 - LEADING PEOPLE. This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building

ECQ 3 - RESULTS DRIVEN. This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

ECQ 4 - BUSINESS ACUMEN. This core qualification involves the ability to manage human, financial, and information resources strategically.

- Leadership Competencies: Financial Management, Human Capital Management, Technology Management

ECQ 5 - BUILDING COALITIONS/ COMMUNICATION: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating

OTHER INFORMATION:

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel

Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S. Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.
- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

HOW TO APPLY:

Applicants may choose one of three job application procedures. You may:

- (1) submit Optional Form (OF) 612, Optional Application for Federal Employment;
- (2) a resume – please note that there are minimum requirements for resume content which are described in OPM Pamphlet OF-510, Applying for a Federal Job (copies of the OF-510 are available in most Federal agencies); or
- (3) Standard Form 171, Application for Federal Employment.
- (4) For additional information or copies of forms, please call (202) 514-2811.

To receive full consideration, applicants must submit a separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Applicants must meet qualification requirements by the closing date of the announcement.

In addition, if you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Preference is to receive an application via e-mail at SES.CRMJOBS@USDOJ.GOV or faxed to (202) 353-0775.

Mailed applications **MUST BE RECEIVED BY CLOSING DATE** at:

Department of Justice/Criminal Division
McPherson Square, P.O. Box 27599
Attn: Tracy Melton
Human Resources Management Staff,
Bond Building, Suite 5000
Washington, DC 20038

Applications must be **received by the closing date** to receive consideration.

CONTACT: Tracy Melton

CONTACT PHONE: (202) 305-0534

E-MAIL: SES.CRMJOBS@USDOJ.GOV

FAX: 202-353-0775

TDD: 202-305-2918